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FROM:

SUBJ: Gen: Admin/Pers/Finance

Spec: Income Tax Problems

1. In an effort to avoid the all too common last minute rush which is usually associated with the filing of income tax returns, we will forward to the field as soon as possible the W-2 Withholding Statements. The necessary income tax forms, and pertinent IRS instructions have already been hand-carried to both forward bases by  representative.

2. We are requesting that each base submit to Headquarters at the earliest possible date a list of questions which have been raised by the various personnel in regard to individual tax problems. If these lists of questions are received sufficiently early in Headquarters, ample time should be available for us to secure expert and reliable answers.

3. To reduce the possibility of security violations occurring in the submission of tax returns, Headquarters recommends that each base designate one or two individuals who will review, if possible, each tax return. This review is not to take the form of a dollars-and-cents audit but, rather, will be directed only at preventing any inadvertent breaches of security.

4. If it appears that the questions submitted by the respective bases are too numerous or too complicated to answer satisfactorily by pouch, we may be able to arrange to send to the bases an individual who could lend assistance in answering questions at the site on the more complicated tax problems.

JAMES A. CUNNINGHAM, JR.  
Project Director of Administration

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(JAMES A. CUNNINGHAM, JR.)

Releasing Officer